William S. Middleton Memorial Veterans Hospital
IACUC Policy #08-13

Clinical Records for Laboratory Animals

Policy: All animals that are expected to survive experimental or clinical procedures must have a readily available written record, which minimally includes:

1. a description of the procedure
2. observed physiological changes
3. the dose, route, time, and date of any drugs administered including administration of pain management drugs
4. the final disposition of the animal (i.e., euthanized, transferred, found dead)

This record must be readily available to the IACUC Veterinary Medical Consultant (VMC), and representatives of regulatory and accrediting organizations. Notes must be completed in a timely manner.

Responsibilities:

1. Role of the Investigator

Consult with the VMC regarding any unanticipated loss of life.

It is the primary role of the investigator to monitor animals post procedure.

The Principal Investigator must make written notations of any nonterminal procedure performed, drugs administered, results of clinically relevant laboratory tests, and pertinent observations of the animals' condition.

For groups of identically treated rodents, these notations may be for the collective groups and the animals identified by marks or codes on their cage cards or by other means. Animals identified only by groups may have their clinical records kept in any well-organized manner.

Rodents that are individually treated should have individual animal records; or if their history is simple, it may be recorded on the cage card.

The location of clinical records must be listed in the appropriate column on the census form posted on the door to each animal housing room.

2. Role of the Veterinary Medical Consultant and Animal Research Facility (ARF) Staff

The VMC has the right to access records and can review upon request. Records can be requested during semiannual lab walk through inspections or during post approval monitoring.

3. IACUC Oversight

The IACUC may periodically review records and procedures for compliance to this policy.

Questions: Any questions on this policy should be directed to the A.O. (280-7222).

References:

- *Guide for the Care and Use of Laboratory Animals*, NRC, 2011.
- Animal Welfare Regulations (9 CFR, chapter I, subchapter A).

Effective date: A draft was distributed to ARF users in a memorandum dated 3/22/00. This draft was updated and the policy approved at the IACUC meeting on 11/27/01; draft was updated again and approved at the ARC meeting on 11/14/05, 7/07/2008, 5/11/2009 5/10/2010, 3/07/2011, 5/07/2012, 9/11/2013.

Source: VA Research Office, ARC Coordinator's Network Folder, ARC Files, ARC Policies